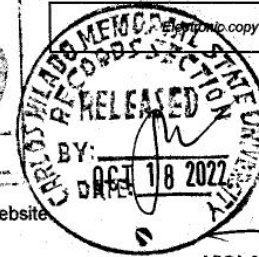


Republic of the Philippines
CARLOS HILADO MEMORIAL STATE UNIVERSITY
Request for Publication of Vacant Positions

DATE: OCT 18 2022



Electronic copy to be submitted to the CSC FO must be in MS Excel format
CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED
VIOLA D. MONGCAL
HRMO III
DATE: OCT 18 2022 TIME: 2:22

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled at the Carlos Hilado Memorial State University in the CSC website

Date:

October 18, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Instructor I	CHMSCB-INST1-5-2019	12	27608	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	RA 1080 (Registered Guidance Counselor)	*Master's Degree in Psychology (AB/BS in Psychology) *Preferably with at least 20 hours of relevant training *Preferably with at least one (1) year of teaching experience	CHMSU-Talisay Campus (College Arts and Sciences)
2	Guidance Counselor I	CHMSCB-GUIDC1-1-2002	11	25439	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Registered Guidance Counselor)	*Preferably with 4 hours of relevant training *Preferably with 1 year of relevant experience * Knowledge in guidance & counseling and students admission *Excellent oral & written communication skills *Rapport building *Confidentiality	CHMSU-Binalbagan Campus (Guidance Office)
3	Administrative Assistant II	CHMSCB-ADAS2-15-2005	8	18998	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	*Bachelor degree relevant to the job *Experience in maintenance activities involving electrical, plumbing, carpentry, painting, welding, masonry and minor construction repair jobs. *Technology Adept *Oral and written communication skills *Organization & Time Management skills *Strategic planning *Resourceful *Detail-oriented	CHMSU-Talisay Campus (PPDM Office)

4	Administrative Aide IV	CHMSCB-ADA4-17-2004	4	14993	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	**Preferably with Bachelor's degree relevant to the job *4 hours of relevant training *1 year of relevant experience *Detail-oriented *Typing skills *Filing skills *Interpersonal skills	CHMSU - Fortune Towne Campus (Dean's Office, CBMA)
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 31, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Original copy of authenticated certificate of eligibility/rating/license; and
4. Original copy of Transcript of Records and Diploma ((Certification, Authentication and Verification (CAV)) .

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NORBERTO P. MANGULABNAN, PHD.
University President
Carlos Hilado Memorial State University
Mabini St., Talisay City, Negros Occidental
hrmo@chmsc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.